TITLE

UPDATING AND ACCESSING HAZMAT

PURPOSE

To define the procedure for updating and accessing the STS and ISS Hazardous Materials Databases (HAZMAT) in the POIC.

PARTICIPATION

SCM	PAYCOM	POIC Stowage	SOC
POD	OC	POIC Safety	TCO

EFFECTIVITY

Increment 2 and subsequent

REFERENCE DOCUMENTATION

JOIP, Vol. C (JSC 28179)

GENERAL

POIC is responsible for assuring station-wide payload safety during real-time operations. HAZMAT is a tool that an approved group of POIC positions can use to obtain information about the chemical and biological materials flown in STS and ISS pressurized volumes at any given time. Positions with approval to access HAZMAT in the POIC are as follows: POD, SCM, OC, PAYCOM, POIC Stowage, SOC, TCO, and POIC Safety.

The electronic data files for the HAZMAT databases are output products of the JSC Toxicology Office's Toxicology Database. HAZMAT databases are available to the crew on STS and ISS, as well as ground support personnel in MCC-H and POIC.

In all but a few cases, immediate responses to toxic spills are dictated by labels on the hardware that indicate the tox level of its contents and cue cards that give standard responses to each tox level. In the event that the crew calls down for guidance on responses to spills, or in the event that ground personnel need information for planning and reference purposes, the approved POIC cadre positions can find the following information in HAZMAT:

- Payload hardware containing toxic sample(s)
- Toxicity Hazard Level, (as assigned by JSC Toxicology/SD4)
- IMS (bar-code) location identifier
- Toxic sample name
- Toxic sample chemical/biological properties, concentration, and volume

PROCEDURE

A. HAZMAT UPDATES

1. Within launch minus 24 hours and launch plus 24 hours, POIC Safety delivers an <u>STS version</u> of HAZMAT to SCM.

NOTE: Prior to delivery of the STS HAZMAT to SCM, verification activity between the JSC Toxicology office and the Payload Organization has already occurred per JSC-27472, and validation activity by POIC Safety, POIC Stowage, ACOs and JSC Toxicology has already occurred per JOIP SOP 12.3.

2. SCM installs the STS version on the Mission PC Server and removes any test/previous version.

3. SCM notifies POIC cadre positions (via email) that a new STS version is available.

4. If, during transfer of payloads from Shuttle to ISS, any payload with hazardous materials is not transferred as originally planned, and remains on Shuttle, SOC notifies SCM.

NOTE: SCM notifies POIC Safety (via email) who coordinates offline with the JSC Toxicology office to initiate an update to the JSC Toxicology Database and ISS HAZMAT data file. Reference JOIP SOP 12.3

5. If, during the transfer of payloads from ISS to Shuttle, any payload with hazardous materials is not transferred as originally planned, and remains on ISS, SOC notifies SCM.

NOTE: SCM notifies POIC Safety (via email) who will coordinate offline with the JSC Toxicology office to initiate an update to the JSC Toxicology Database and ISS HAZMAT data file. Reference JOIP SOP 12.3.

6. Within 48 hours of undocking, POIC Safety delivers an <u>ISS version</u> of HAZMAT to SCM.

NOTE: Prior to delivery of the STS HAZMAT to SCM, verification activity between the JSC Toxicology office and the Payload Organization has already occurred per JSC-27472, and validation activity by POIC Safety, POIC Stowage, ACOs and JSC Toxicology has already occurred per JOIP SOP 12.3.

7. SCM notifies the POIC cadre positions (via email) that an ISS version is available.

8. Repeat Steps 1 – 7 for each flight.

B. HAZMAT ACCESS

1. From the PC, start the STS or ISS HAZMAT application whichever is appropriate at the time.

2. Within the HAZMAT application, select the OPEN File function. Select the appropriate data file (from G drive) for the version STS or ISS HAZMAT.

    STS data file naming convention: STSxxxVy.haz
    ISS data file naming convention: ISSmmddyy.haz

    Where:
         xxx   =   STS number
         y   =   version number of STS file
         mmddyy   =   month/day/year of ISS file

NOTE: ISS HAZMAT data file can only be opened within the ISS HAZMAT application and STS HAZMAT data file can only be opened within the STS HAZMAT application.